

**REQUIREMENTS FOR FILING ASSIGNMENTS
WITH THE ND STATE LAND DEPARTMENT**

1. North Dakota does not have an “official form” for assignment requests. Simply send one copy of the assignment that you have filed, or will file, with the County Recorder along with a memo or letter containing assignment specifics, including instructions for where the approved assignment should be mailed.

Assignment requests can be mailed to:

ND State Land Department
PO Box 5523
Bismarck, ND 58506-5523
(701-328-2800)

2. There is a fee of \$10.00 per *State of North Dakota* lease - per assignment. Please include a check, payable to the State Land Department, with your request.
3. Upon approval by the Land Commissioner, the approved assignment will be mailed according to your instructions.
4. **PLEASE NOTE:** It is to your advantage to check the current status of the affected leases on our website (www.land.nd.gov) to be sure that the Assignor of the leases included on the assignment is shown as the Lessee on our records, and that there are no intervening assignments that need to be filed to bring the records up to date. If the lessee of record is not correct, the assignment will be returned to you unsigned as it cannot be completed until we have received any intervening assignments that bring our records up to date.